Crew Leader Core Training on-disc

January 3, 2011

On-disc Training

All House Leaders and Crew Leaders must complete this training as part of the requirements to be certified for their role.

This training will cover the following topics:

Section 1. Overview of DuPage Habitat for Humanity (DHFH) Build Days

Section 2. Construction Safety

Section 3. ***Build Day Best Practices***

Section 4. ***Home Specification for New Construction*** and ***Habitat for Humanity: How to Build a House***

You can complete this training in a little over an hour.

Fill out the Training Questions sheet as you are prompted then turn it in to the Construction Committee Chair (Art Roberts) for grading and confirmation that you completed the training

Training based on four documents

The training disc contains PDF files of three for the four documents upon which the training is based. It is highly recommended that you have before you, a hard copy of the first two documents as you proceed with this training:

- ***BUILD DAY BEST PRACTICES - User's Manual rev 3.0.*** Defines the one way DHFH conducts Build Days at all construction sites. A PDF version of this document is on the disc.
- ***SAFETY PROCEDURES MANUAL rev 1.1.*** Defines the safety program at DHFH
- ***HOME SPECIFICATION FOR NEW CONSTRUCTION rev 2.0.*** Defines details of what makes simple, decent housing at DHFH. It includes Green Building Initiatives as well as code and inspection issues. A PDF version of this document is on the disc.
- ***HABITAT FOR HUMANITY: HOW TO BUILD A HOUSE.*** You do not need a copy of this document for this training but you will find it useful as you become a Crew Leader. It may be available at the DHFH office or you can purchase it from Amazon.com or Border's Books.

The box in the lower left corner of upcoming slides will show where you can find more information on topics presented

Section 1: Overview of DuPage Habitat for Humanity Build Days

In this section you will learn about:

1. The role of the Crew Leader and how they are certified
2. Who participates in Build Days
3. The two objectives of Build Day
4. Creating an Outstanding Volunteer Experience
5. The ***Build Day Task List***
6. The three actions that are taken during the Tuesday evening meeting at the DHFH main office in Wheaton
7. Who makes contact with Donor Organizations

Role of a Crew Leader

- **Conduct during Build Day**
  - Implement best practices spelled out in the ***BUILD DAY BEST PRACTICES - User's Manual***
- **Work with the House Leader**
  - Understand how you interaction with the House Leader
  - Meet the 2 objectives of Build Day:
    1- Complete construction tasks on the ***Build Day Task List***
    2 - Create an Outstanding Volunteer Experience
- **Work with Visiting Volunteers**
  - Teach and coach Visiting Volunteers on construction tasks
  - Implement safety norms and procedures
  - Achieve acceptable quality for construction work

From: Construction Team Responsibilities document – 13-Jun-09

Certifying a Crew Leader

- Complete Crew Leader Training (on this CD)
- Complete CPR and First Aid Training (scheduled by DHFH as classes)
- At least three Build Days as a Crew Leader in-training
  - Recommendation by House Leader to Construction Manager for Crew Leader to be certified.
- Complete 5 core safety modules (offered Tuesdays or online)
- Complete 3 construction task training classes (offered Tuesday evenings)
- Approval of Construction Manager to certify Crew Leaders

What is a Build Day?

- Day when DHFH Regular Volunteers and Visiting Volunteers from donor organizations perform construction tasks
- Usually Thursdays and Saturdays
- The ***Build Day Best Practices*** *User's Manual* focuses on Build Days when Visiting Volunteer groups are scheduled

Build Day Best Practices User's Manual: page 1

Who Participates in Build Day?

- **Construction Manager** – Staff: resource allocation for sites
- **Materials Manager** – Volunteer: acquire and deliver tools, supplies, and equipment to sites
- **House Leader** – Hired/Volunteer: overall responsibility for a site
- **Crew Leaders** – Volunteers: lead crews of Visiting Volunteers
- **Regular Volunteers** – Volunteers: Construction Committee members with special skills
- **Visiting Volunteers** – Volunteers who come as groups from donor organizations or as a collection of individuals who expressed an interest in participating in a Build Day

Build Day Best Practices User's Manual: page 1-2

The Two Objectives of a Build Day?

OBJECTIVE 1: Complete construction tasks on Build Day

OBJECTIVE 2: Create an Outstanding Volunteer Experience

- It is important to note that the second objective is actually more important than the first though both should be accomplished
- Creating an Outstanding Volunteer Experience is a hallmark of Habitat for Humanity
- Creating an Outstanding Volunteer Experience is also vital for securing funding for DHFH projects since the Visiting Volunteers come from donor groups that add to the DHFH operating budget

Build Day Best Practices User's Manual: page 2-3

Outstanding Volunteer Experience

The easiest way to remember what is important for creating an Outstanding Volunteer Experience is to remember seven statements from the voice of the volunteer:

- *"The work day was well organized so we got a lot done"*
- *"I enjoyed the people I worked with"*
- *"I felt the work I did was making a difference for someone in need"*
- *"I enjoyed a particular construction task I was doing"*
- *"I enjoyed learning how to do something new"*
- *"Everyone was respectful of each other"*
- *"This Build Day was safe and accident free"*

Build Day Best Practices User's Manual: page 2-3

Tuesday Evening Meeting

- Every Tuesday evening, there is a Construction Committee meeting that is used to plan for upcoming Build Days
- The meeting is held every Tuesday at the DuPage Habitat for Humanity main office at 213 S Wheaton, Wheaton, IL at 7:00 PM
- On the second Tuesday of the month, the meeting is held at the British Petroleum (BP) headquarters in Warrenville with the entire DHFH group participating
- Usually, the House Leaders, Construction Committee Chair, and the Construction Manager meet earlier to decide which Crew Leaders will be assigned to each site for upcoming Build Days
- During the body of the meeting, each House Leader meets separately with his/her team to discuss details of upcoming Build Days for the week

Build Day Best Practices User's Manual: page 2-3

Preparation for Build Day – Tues Mtg

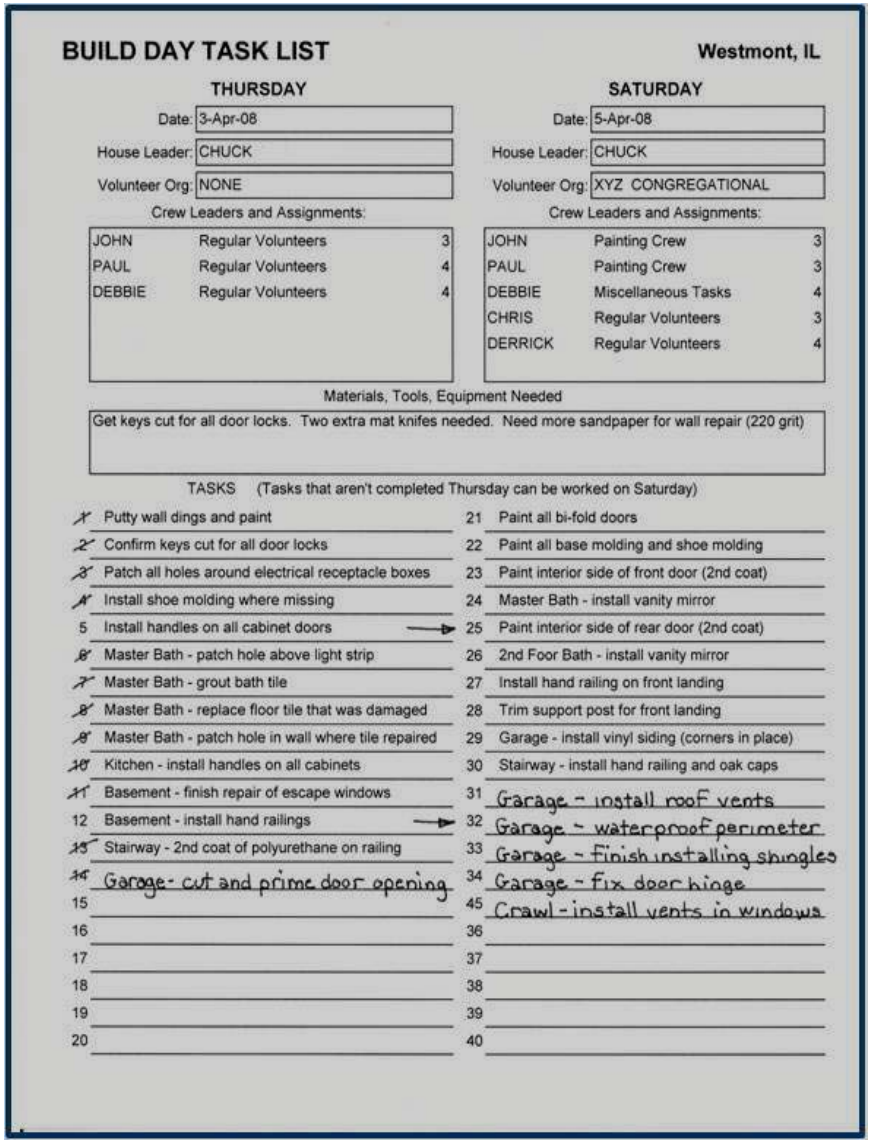
ACTION 1: Confirm the *Build Day Task List*

- House Leader is responsible for the ***Build Day Task List***
- Defines the only activities that will be worked on during Build Day
- House Leader comes to the Tuesday evening meeting with a draft version of the ***BDTL*** for the coming week
- After resource decisions are made, the House Leader amends the ***BDTL*** for the week ahead
- The ***BDTL*** will be posted on site during upcoming Build Days

Build Day Best Practices User's Manual: page 4-5

Crew Leader Core Training

- A template for the ***Build Day Task List*** is available on SharePoint
- The ***Build Day Task List*** can be filled out in Excel or by hand or both
- Towards the top are listed the dates, the Visiting Volunteer organization participating, and the Crew Leaders that have been assigned to the site on a particular day
- Materials needed are specified
- Specific tasks are listed by Build Day
- Tasks are crossed off once they are accomplished



BUILD DAY TASK LIST — Westmont, IL

THURSDAY		SATURDAY	
Date:	3-Apr-08	Date:	5-Apr-08
House Leader:	CHUCK	House Leader:	CHUCK
Volunteer Org:	NONE	Volunteer Org:	XYZ CONGREGATIONAL

Crew Leaders and Assignments:

JOHN	Regular Volunteers	3	JOHN	Painting Crew	3
PAUL	Regular Volunteers	4	PAUL	Painting Crew	3
DEBBIE	Regular Volunteers	4	DEBBIE	Miscellaneous Tasks	4
			CHRIS	Regular Volunteers	3
			DERRICK	Regular Volunteers	4

Materials, Tools, Equipment Needed

Get keys cut for all door locks. Two extra mat knifes needed. Need more sandpaper for wall repair (220 grit)

TASKS (Tasks that aren't completed Thursday can be worked on Saturday)

~~1~~	~~Putty wall dings and paint~~	21	Paint all bi-fold doors
~~2~~	~~Confirm keys cut for all door locks~~	22	Paint all base molding and shoe molding
~~3~~	~~Patch all holes around electrical receptacle boxes~~	23	Paint interior side of front door (2nd coat)
~~4~~	~~Install shoe molding where missing~~	24	Master Bath - install vanity mirror
5	Install handles on all cabinet doors →	25	Paint interior side of rear door (2nd coat)
~~6~~	~~Master Bath - patch hole above light strip~~	26	2nd Foor Bath - install vanity mirror
~~7~~	~~Master Bath - grout bath tile~~	27	Install hand railing on front landing
~~8~~	~~Master Bath - replace floor tile that was damaged~~	28	Trim support post for front landing
~~9~~	~~Master Bath - patch hole in wall where tile repaired~~	29	Garage - install vinyl siding (corners in place)
~~10~~	~~Kitchen - install handles on all cabinets~~	30	Stairway - install hand railing and oak caps
~~11~~	~~Basement - finish repair of escape windows~~	31	Garage - install roof vents
12	Basement - install hand railings →	32	Garage - waterproof perimeter
~~13~~	~~Stairway - 2nd coat of polyurethane on railing~~	33	Garage - finish installing shingles
~~14~~	~~Garage - cut and prime door opening~~	34	Garage - fix door hinge
15		45	Crawl - install vents in windows
16		36	
17		37	
18		38	
19		39	
20		40	

Build Day Best Practices User's Manual: page 4-5

Preparation for Build Day – Tues Mtg

ACTION 2: Assign Crew Leaders and Regular Volunteers to sites

- Construction Manager makes assignments
- Construction Committee Chairperson may assist
- Assignment decision considers balancing needs of multiple sites
- Assignment decision considers which Crew Leaders and Regular Volunteers are available
- Assignment decision considers which sites have Visiting Volunteer groups scheduled
- Assignment decision considers ***Build Day Task Lists*** for each site
- Decision may be made before the regular Tuesday evening meeting begins

Build Day Best Practices User's Manual: page 5

Preparation for Build Day – Tues Mtg

ACTION 3: Materials, tools, and equipment deliveries are scheduled

- House Leader uses their ***Build Day Task List***
- Materials Manager is scheduled
- Assisted by Construction Manager
- Confirm at meeting that needed material will arrive on time for Build Day

Build Day Best Practices User's Manual: page 6

Communication with Donor Orgs.

- All communications are handled by the Volunteer Scheduler
- House Leader is provided the following information about Visiting Volunteer groups:
  - Name of the donor organization
  - Number of Visiting Volunteers expected (usually 10)
  - Name of a group leader
  - Whether they plan to bring their own refreshments/lunch
  - Any potential restrictions
  - If group will be split into shifts
- Any other questions should be routed through the Construction Manager for answers

The Questions for Each Section

- In your packet is a hard copy set of questions for this training
- If a hard copy is missing from the packet, print the file: **TRAINING QUESTIONS.pdf**
- After you complete each section, answer the questions for the section by circling the letter of the correct answer
- Once you have completed the course, return the answered questions to the Construction Committee Chair, Art Roberts for grading and recognition that you have completed the course.

Take a moment to answer questions 1-5 for Section 1

Section 2: Construction Safety

In this section you will learn about:

1. Habitat for Humanity goal for ZERO ACCIDENTS
2. Who is responsible for safety best practices?
3. How do House Leaders and Crew Leaders receive safety training?
4. What do you do when you see an unsafe practice?
5. When are safety best practices taught to Visiting Volunteers?
6. The ***Safety Check List***
7. The ***Site Information Sheet***
8. Who can be counted on for CPR and first aid?
9. Safety documents, first-aid kits, fire extinguishers, and safety equipment.

Construction Safety

The goal of Habitat for Humanity is ZERO ACCIDENTS

"Don't report anything and you'll have Zero Accidents"

"But then you won't have a safe environment for volunteers"

- Create a learning organization on safety – share ideas and solutions
- Analyze accidents and more importantly, near misses
- Continuously improve best practices and document

Build Day Best Practices User's Manual: page 7

Construction Safety

Who is responsible for safety best practices?

- Everyone is responsible for complying with safety practices
- House Leader has overall site responsibility
- Crew Leaders assure implementation and they teach volunteers

All though it isn't required reading, the full safety program for DuPage Habitat for Humanity is given in the document ***Safety Procedures Manual***, a copy of which is on this CD

Construction Safety

How do House Leaders and Crew Leaders receive safety training?

Habitat for Humanity International and Lockton Affinity teamed up to create the *Habitat for Humanity Affiliate Insurance Program.*

Of the 66 video modules in the program, 5 are core for Crew Leaders to view. These are:

- Volunteering On a Habitat for Humanity Job Site
- Emergency Action and Fire Prevention
- Fall Safety
- Portable Power Tool Safety
- Slips, Trips and Falls

The videos are shown at Tuesday evening meetings or are available online. Go to http://www.hfhvolunteerinsurance.com, click "Take Volunteer Course Now", and use the Employee Access Code: **W8NAEBTG**

Construction Safety

What do you do when you see an unsafe practice?

The safety videos will teach you safe practices. But what do you do when you see someone else doing an unsafe practice?

- Don't ignore it – someone could get hurt
- The preferred response if you are comfortable: tell the person there is a safer way and show them.
- Otherwise, let the House Leader know and they will address the issue.

Construction Safety

When are safety best practices taught to Visiting Volunteers?

- If all crews will be working on the same construction tasks, can be taught by the House Leader during Volunteer Orientation
- If crews will be working on different tasks, Crew Leaders can teach their crews before beginning construction tasks
- House Leader decides how to teach

Build Day Best Practices User's Manual: page 8

Construction Safety

The *Safety Check List*

- Common safety practices for DHFH construction sites
- ***Safety Check List*** must be posted at all DHFH construction sites
- Should be used during Volunteer Orientation talk
- Focus on those items that pertain to today's activities

DuPage Habitat for Humanity

Safety Check List

SAFETY RULES FOR VOLUNTEER WORKERS:

1. Report to your Crew Leader (or House Leader) any condition that looks unsafe.
2. Wear a hard hat when someone is working above you. *
3. Wear ear plugs in high noise areas. *
4. Wear safety glasses with side shields when operating power saws or other equipment that throw off small hard particles. *
5. Make sure blade guards are in place when operating power saws.
6. Use a respirator or face mask when working in dusty atmospheres. *
7. Wear leather gloves when handling wood and metal products. *
8. Avoid stepping on electrical power cords, especially in wet locations. *
9. Keep electrical power cords off the ground as much as possible.
10. Make sure that a ground fault circuit interrupter (GFCI) is in place before plugging in electrical power cords.
11. Do not use broken or malfunctioning tools, especially those with electrical problems.
12. Do not use ladders as work platforms; use scaffolding instead. *
13. Do not use aluminum ladders around electrical power lines. *
14. Make sure that guardrails and toes boards are in place when working on scaffolding platforms more than 10 feet high. *
15. If you cut yourself, report to your Crew Leader (or House Leader) immediately for first aid.
16. If someone else cuts him/herself and blood gets on you, report this immediately to your Crew Leader (or House Leader).
17. DuPage Habitat for Humanity will have identified if asbestos is present at a rehab site. Follow their instructions and avoid touching, handling or disturbing it. If it needs to be handled, it will be handled by specialists.
18. DuPage Habitat for Humanity will have identified if lead based paint is present. Follow their instructions and make sure you wash hands before eating.

* DuPage Habitat for Humanity will supply the equipment and supplies to handle these situations.

Build Day Best Practices User's Manual: page 9

Construction Safety

The *Site Information Sheet*

- Example shown
- Blank is available on SharePoint
- ***Site Information Sheet*** must be posted at all DHFH construction sites

DuPage Habitat for Humanity

SITE INFORMATION SHEET

Address:	3923 N Lincoln, Westmont, IL
Police:	(630) 968-2152
Fire Department:	(630) 829-4480
Nearest Hospital:	Advocate Good Samaritan Hospital (630) 275-4085 4924 Forest Ave. Downers Grove, IL
Directions to Hospital:	Start at **3923 N LINCOLN ST, WESTMONT** going toward **W 40TH ST** – go **0.50** mi Turn Right on **W OGDEN AVE (US34)** – go **1.7** mi Turn Left on **MAIN ST** – go **0.7** mi Turn Right on **FRANKLIN ST** Turn Left on **FOREST AVE** Arrive at **4924 FOREST AVE, DOWNERS GROVE**, on the Right
House Leader:	Dennis Harvey
Construction Manager:	Brian Harris (847) 682-9611

BUILD DAY SCHEDULE

Start:	8:00 AM
Morning Break:	10:30 – 10:45
Lunch:	12:00 – 12:30 PM
Clean-Up & Feedback:	3:00 – 3:30
End of Day:	3:30

Build Day Best Practices User's Manual: page 10

Construction Safety

Who can be counted on for CPR and first aid?

- House Leaders and Crew Leaders should be trained
- DHFH arranges training
- House Leader should confirm who on site is current

Construction Safety

What happens after an accident?

- House Leader fills out a two page ***Accident Claim Form***
- Forms must be on site
- Requires signature of accident victim
- Accident situation discussed at Tuesday evening meeting to assure it doesn't happen again or at other sites

Construction Safety

Safety documents, first-aid kits, fire extinguishers, and safety equipment

In a central location within the house, you should find:

- A box with all safety related documents and manuals for reference
- A first-aid kit with a quick reference guide
- Fire extinguisher usually a 10 lb rated for ABC

Safety equipment available on site includes at a minimum:

- Safety goggles with side shields
- Ear plugs
- Gloves
- Hard hats

Build Day Best Practices User's Manual: page 11

Take a moment to answer questions 6-10 for Section 2

Section 3: Build Day Best Practices

In this section you will learn about:

1. The Build Day Line-Up meeting at 7:30 AM
2. The sign-in area and on-site posted information
3. The 8:00 AM Volunteer Orientation
4. The ***Volunteer Feedback Form***
5. Working together as a team
6. Facilities, refreshments, and lunch
7. Housekeeping and wrap-up
8. Capturing information needed for the next Build Day

Build Day: 7:30 AM Line-Up Meeting

- House Leader makes sure sign-in table is ready to go
- Future Homeowner (or a Regular Volunteer or Crew Leader) assigned sign-in duty and dismissed early
- House Leader gives line-up of assignments to Crew Leaders
- Any Regular Volunteers are assigned to Crew Leaders and told what construction tasks they will work
- Any issues are brought up and corrective action assigned

Build Day Best Practices User's Manual: page 12

Build Day: 7:45 – 8:00 AM Volunteer Sign-In

- Conducted by Future Homeowner (or Crew Leader or Regular Volunteer) just assigned at the Line-Up meeting
- Work table maintained:
  - Sign-In sheets (could be attached to a clipboard)
  - Pens, name tags, and first aid kit
  - Stack of waivers for adults
  - Stack of ***Volunteer Feedback Forms***
  - Tray to place signed waivers and completed ***Volunteer Feedback Forms***
  - Tri-fold brochures about DHFH (optional)
- Waivers for those under 18 must be signed by a parent
- Confirm information is posted on wall or easel:
  - ***Site Information Sheet***
  - ***Build Day Task List***
  - ***Safety Check List***

Build Day Best Practices User's Manual: page 12-13

Build Day: 8:00 AM Volunteer Orientation

- House Leader gives the 15-20 minute Volunteer Orientation
- User's Manual gives more than enough detail to choose from in composing the talk – a challenge to keep it concise
- Sequence of topics is as follows:
  - Welcome
  - Prayer
  - Background of DHFH and HFHI
    How it works, building community, and looking forward
  - Introductions
  - Point out posted information
    Site Information Sheet, Build Day Task List, and ***Safety Check List***
  - ***Volunteer Feedback Form*** at end of the day

Build Day Best Practices User's Manual: page 13-15

Build Day: 8:00 AM Volunteer Orientation

- ***Volunteer Feedback Form*** must be filled out by all Visiting Volunteers at the end of the day
- Encourage Visiting Volunteers to offer suggestions for improvements
- House Leader should turn in forms to DHFH office
- House Leader should use feedback to continuously improve the volunteer experience at their site

DuPage Habitat for Humanity

Please give us your feedback. We want to continuously improve the volunteer experience!

Group Name: _____ Work Date: _____

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The workday was well designed (pace, time, involvement, location, etc.)					
Group members were given good instructions for the tasks.					
Group members were actively involved in the day's activities.					
Group members were given good instructions on the safe use of tools and equipment.					
I felt my contribution today was important in helping the Habitat for Humanity mission.					
The workday met or exceeded my expectations.					

1. What did you like BEST about the workday?

_____
_____
_____
_____

2. What could we CHANGE to improve future workdays?

_____
_____
_____
_____

3. Would you like to know more about other volunteer opportunities at DuPage Habitat For Humanity?

☐ Yes, please send information to: Name: _____

Email: _____

- or -

Address: _____

_____

☐ No, thank you.

Please return this form to your on-site host or to:

DuPage Habitat For Humanity
213 S. Wheaton Avenue
Wheaton, IL 60187
Fax: 630-682-4881

Build Day Best Practices User's Manual: page 15

Build Day: Working Together as a Team

Decision Making – the House Leader has final authority

- Strive to have issues raised and worked out before Build Day including how to perform construction tasks – use the Tuesday evening meetings
- Three documents define the one way DHFH expects Build Day to proceed ***Build Day Best Practices – User's Manual, Home Specification for New Construction,*** and ***Habitat for Humanity: How to Build a House***
- Do not argue in front of Visiting Volunteers
- House Leader can consult with the Construction Manager by cell phone
- House Leader has final say for on-site decisions

Build Day Best Practices User's Manual: page 16

Build Day: Working Together as a Team

Make it fun for Visiting Volunteers

- Remember the points from OBJECTIVE 2: Create an Outstanding Volunteer Experience
- At some time during the day, ask Visiting Volunteers how their day is going
- Watch for signs of fatigue or difficulties and thenrespond
- Improve situations on the spot if there is an opportunity
- If construction tasks are finished early, use the ***Build Day Task List*** for identifying next tasks

Build Day Best Practices User's Manual: page 16

Build Day: Working Together as a Team

Engage Visiting Volunteers first, build homes second

- Creating an Outstanding Volunteer Experience is a higher priority than completing a task quickly
- Crew Leaders are supposed to teach and coach Visiting Volunteers how to do construction tasks
- Crew Leaders are not expected to actually do construction tasks – they are primarily teachers
- Celebrate the successes of your Visiting Volunteer team when they happen

Build Day Best Practices User's Manual: page 17

Build Day: Working Together as a Team

You represent DHFH – educate and inspire

- You are an ambassador for DHFH and its mission
- Promote the brand character of DHFH
- Answer questions about DHFH and HFHI
- If you don't know the answer, try to get an answer from someone else on site as soon as possible

Build Day Best Practices User's Manual: page 17

Build Day: Working Together as a Team

Keep it safe, clean and organized

- Workplace organization is a very visible sign that an organization is well run (part of DHFH brand character)
- Take time-outs during Build Day to tidy things up – don't wait till the end of the day
- Address safety related issues immediately
- The Materials Manager and House Leader establish how workplace organization is done at your construction site – make sure you implement and maintain

Build Day Best Practices User's Manual: page 17

Build Day: Working Together as a Team

Be respectful and kind

- This is also part of the brand character of DHFH as a Christian ministry
- Conduct yourself as you would at any church social function or event

Build Day: Facilities, Refreshments, and Lunch

- Should have a designated area established for eating
- Area should be relatively clean and have tables and chairs
- House Leader makes sure there is clean, cool drinking water and cups available
- Do not use the water or lavatory facilities in the house
- Support Visiting Volunteer groups that will cater their food by providing adequate space for food presentation (you'll know this is coming at the Tuesday meeting)
- Have lunch with the Visiting Volunteers
- Highly desirable not to leave premises for lunch as this makes it difficult to manage a short lunch break

Build Day Best Practices User's Manual: page 17-18

Build Day: Housekeeping and Wrap-Up

- Maintain housekeeping throughout the day
- Stop work 15 -30 minutes before the end of the day for clean-up and enough time to fill out the ***Volunteer Feedback Forms***
- Return tools and supplies to their proper location – usually the basement, garage, or a tool shed
- Wrap-up does not happen simultaneously between teams
- Have someone stationed at the Sign-In table a half hour before the end of the day to assist with the ***Volunteer Feedback Forms***
- As they leave, thank Visiting Volunteers for their participation

Build Day Best Practices User's Manual: page 18

Build Day: Information for next Build Day

- House Leader must do this before they leave – can ask for assistance from Crew Leaders or Regular Volunteers
- Assess on-site materials, tools, and equipment for next Build Day's needs
- Assess supplies at the Sign-In table for shortages
- Cross off items on the current ***Build Day Task List*** that were completed
- Any corrective actions to build tasks performed should be added to the new ***Build Day Task List*** for the next Build Day

Build Day Best Practices User's Manual: page 18-19

Post Build Day: Turn in paperwork

- House Leader collects sign-in sheets, waivers, any ***Accident Claim Forms***, and filled out ***Volunteer Feedback Forms***
- House Leader drops off collected forms at the DHFH office in Wheaton before the Tuesday evening meeting

Build Day Best Practices User's Manual: page 19

Post Build Day: Tuesday Meeting Preparation

- House Leader must create a draft of their ***Build Day Task List*** before the Tuesday evening meeting
- Four things they focus on to develop their ***BDTL*** draft
  1. Consult the ***Master Construction Schedule*** for construction activities expected during the coming week
  2. Confirm which upcoming Build Days, if any, have Visiting Volunteer groups scheduled
  3. Add any extra construction tasks to the ***BDTL*** based on first hand knowledge of the construction site
  4. Identify how many Crew Leaders and Regular Volunteer (with particular skills) are desired for the coming week

Build Day Best Practices User's Manual: page 19

Take a moment to answer questions 11-16 for Section 3

Section 4: The *Home Specification for New Construction* and *Habitat for Humanity: How to Build a Home*

In this section you will learn about:

1. What is in the ***Home Specification for New Construction***
2. How to use this document for consistent choice of materials and methods
3. The Green Building Initiative pursued by DHFH
4. What not to tamper with that is subject to building codes
5. How to use the ***Habitat for Humanity: How to Build a Home*** to prepare for Build Day

Home Specification for New Construction

PURPOSE OF DOCUMENT

- Specifies minimum acceptable standards for methods, materials, features, and content
- Build to minimum Energy Star and healthy indoor air quality
- Build to minimum durability standard
- Until this document is enhanced, it should also be used for rehab construction as appropriate

Home Specification for New Construction: first page

Home Specification for New Construction

BACKGROUND

- Adapted from HFHI House Design Criteria
- Assure compatibility with local communities, local building codes and HFHI requirement for decent, affordable, and sustainable
- Assumes all materials are purchased
- Numerous corporate partners who donate materials

Home Specification for New Construction

SCOPE OF THIS SPECIFICATION

- Focuses on phases of construction in which DHFH volunteers are directly involved
- Sets fundamental requirements
- Specifies external code documents
- No specification of workmanship standards – DHFH strives to exceed common practice

Home Specification for New Construction

GREEN BUILDING INITIATIVE

- DHFH has added "sustainable" to "decent and affordable" – this is also a HFHI initiative
- Pioneer Prairie is the first implementation for a "green" community
- Balancing up-front, cost-conscious development of long-term, environmentally conscious decisions
- Energy Star certification level, extensive material recycling, and low-impact landscaping
- Decisions will minimize carbon footprint and maximize cost savings for Habitat home owners
- Green items are marked in the document

Home Specification for New Construction

APPLICABLE CODE INFORMATION

- National and international building codes used by DHFH are specified – local codes vary across communities in DuPage County

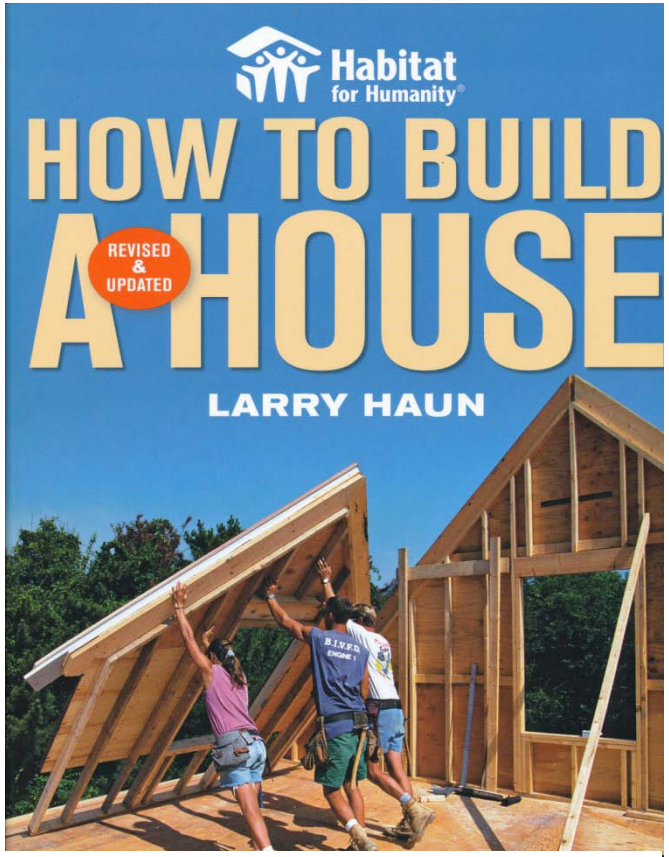
THE FOLLOWING IS NOT IN DOCUMENT BUT IS IMPORTANT:

- Construction Manager handles codes, permits, and inspections
- Crew Leaders should become knowledgeable of when a code applies to the work they are doing and seek advice
- Crew Leaders should not tamper with work of sub-contractors who are responsible for meeting codes and inspections (particularly plumbing and electrical)

Habitat for Humanity: *How to Build a House*

The purpose of this book is to show best practices for performing construction tasks.

It is a good idea to consult this book (prior to Build Day), on construction tasks to which you will be assigned.



Habitat for Humanity: How to Build a House: Entire book

Take a moment to answer questions 17-20 for Section 4

CONGRATULATIONS

You have completed the Crew Leader Core Training

Return your answered questions to the Construction Committee Chair (Art Roberts) for grading and confirmation that you have completed this course